

MAKE AN INFORMAL COMPLAINT. REPORT INAPPROPRIATE BEHAVIOR WITHOUT INITIATING A FULL INVESTIGATION. THIS MAY BE MOST APPROPRIATE FOR MINOR INFRACTIONS, WHERE VICTIM SIMPLY WANTS BEHAVIOR STOPPED.

# EQUAL OPPORTUNITY/SEXUAL HARASSMENT COMPLAINT PROCESS

**IF YOU  
ARE THE  
VICTIM**

**CALL THE EQUAL  
OPPORTUNITY HOT LINE AT  
YOUR  
INSTALLATION TO CLARIFY  
WHETHER AN INCIDENT OR  
BEHAVIOR QUALIFIES AS  
SEXUAL HARASSMENT OR  
DISCRIMINATION**  
**HOTLINE  
NUMBER:**

**IF BEHAVIOR  
PERSISTS**

FILE A FORMAL WRITTEN COMPLAINT (DA FORM 7279-R) WITH ANY OF THE FOLLOWING PEOPLE OR AGENCIES. COMPLAINTS MUST BE FILED WITHIN 60 DAYS OF INCIDENT - THOSE FILED AFTER THE 60 DAYS MAY BE PURSUED AT COMMANDER'S DISCRETION

|                        |                                 |                      |                               |                              |  |          |                   |
|------------------------|---------------------------------|----------------------|-------------------------------|------------------------------|--|----------|-------------------|
| CHAIN<br>OF<br>COMMAND | EQUAL<br>OPPORTUNITY<br>ADVISOR | INSPECTOR<br>GENERAL | HOUSING<br>REFERRAL<br>OFFICE | JUDGE<br>ADVOCATE<br>GENERAL | MILITARY POLICE<br>OR CRIMINAL<br>INVESTIGATOR | CHAPLAIN | MEDICAL<br>AGENCY |
|------------------------|---------------------------------|----------------------|-------------------------------|------------------------------|--|----------|-------------------|

COMPLAINTS, EXCEPT THOSE FILED WITH THE IG, MUST BE ACTED UPON IN THREE CALENDAR DAYS. COMPLAINTS FILED WITH AN AGENCY AGAINST A MEMBER OF THE CHAIN OF COMMAND WILL BE REFERRED TO THE NEXT HIGHER COMMANDER IN THE CHAIN. ALL FORMAL COMPLAINTS WILL BE REPORTED WITHIN 72 HOURS TO THE FIRST COURTS-MARTIAL CONVENING AUTHORITY (GCMCA) IN THE CHAIN OF COMMAND. PROVIDE A PROGRESS REPORT TO THE GCMCA AUTHORITY 20 DAYS AFTER THE DATE ON WHICH THE INVESTIGATION COMMENCED AND 14 DAYS THEREAFTER UNTIL COMPLETION.

**14  
DAYS**

THE COMMANDER OR THE INVESTIGATING OFFICER APPOINTED BY THE COMMANDER HAS 14 CALENDAR DAYS TO INVESTIGATE THE ALLEGATIONS AND MEET WITH THE VICTIM TO DISCUSS THE OUTCOME AND RESULTS. A 30 DAY EXTENSION MAY BE GRANTED FROM THE NEXT-HIGHER COMMANDER IF CIRCUMSTANCES REQUIRE IT. FURTHER EXTENSIONS CAN BE APPROVED ONLY BY THE FIRST GENERAL OFFICER IN THE CHAIN OF COMMAND.

**7  
DAYS**

THE COMPLAINANT HAS SEVEN CALENDAR DAYS TO APPEAL TO THE NEXT HIGHER COMMANDER IF HE OR SHE IS DISSATISFIED WITH THE INVESTIGATION RESULTS OR ACTIONS TAKEN. THAT COMMANDER HAS 14 DAYS TO COMPLETE THE INVESTIGATION. FINAL DECISIONS ON COMPLAINTS REST WITH THE GENERAL COURT-MARTIAL CONVENING AUTHORITY.

**30-  
45  
DAYS**

30-45 DAYS AFTER FINAL DECISION ON THE COMPLAINT AN ASSESSMENT IS CONDUCTED BY THE EQUAL OPPORTUNITY ADVISOR ON ALL EQUAL OPPORTUNITY COMPLAINTS (SUBSTANTIATED AND UNSUBSTANTIATED) TO DETERMINE THE EFFECTIVENESS OF ANY CORRECTIVE ACTIONS TAKEN AND TO DETECT AND DETER ANY INCIDENTS OF REPRISAL. REPORT AND RECOMMENDATION ARE SUBMITTED TO COMMANDER ON DA FM 7279-1-R NLT 45 DAYS FOLLOWING FINAL DECISION MADE ON COMPLAINT.